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Office Memorandum • UNITED STATES GOVERNMENT

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TO : Chief, Administrative Services

DATE: 9 June 1951

FROM : Chief, Transportation Division

SUBJECT: Monthly Report of Transportation Activities - May 1951

The following report of activities of the Transportation Division during the month of May is submitted pursuant to your request.

1. Truck Operations:

The following truck operations were performed during the month:



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184 local hauls in and around Washington

2. Que Building Motor Pool Operations:

844 total trips made
 38.3 average number of trips per day
 10,624 total miles operated
 482.9 average miles per day
 5.8 average number of cars in pool per day ✓
 12.5 average miles per trip
 53.6 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	<u>Total Miles</u>	<u>Total Trips</u>	<u>Average Miles Per Day</u>
March	8,563	482	389.2
April	9,301	766	442.9
May	10,624	844	482.9

During the month the shuttle service between CIA buildings and the Pentagon carried a total of 22,530 passengers, an average of 1024 per day.

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3. Following is a report of the activities of the Garage: 25X1A

During the month nine (9) vehicles were completely checked, tuned, etc., on the "Rotation" plan.

Repair Jobs		- 39
*Labor	- \$733.30	
Parts	- \$492.12	
Repair Jobs Performed Outside		- 8
Labor	- \$68.66	
Parts	- \$ 9.16	
Maintenance Work		- 66
*Labor	- \$571.50	
Parts	- \$ 76.20	

*Work performed by Mechanics

Maintenance Work (performed by Mechanic's Helpers)

Cars washed	- 226
Cars lubricated	- 82
Other service jobs	- 92

The total value of labor performed by the mechanics in the garage during the month was \$1304.80, compared with their salaries of \$1021.00, indicating a saving of \$283.80. The value of labor performed by the Mechanic's Helpers was \$985.00, compared with salaries of \$816.64, indicating a saving of \$168.36, an overall saving of \$452.16 for the month.

During the month the Transportation Division hauled 4,723 cases, total weight, 615,771 pounds, to the various ports and air terminals for export shipment.

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4. Fifty-two (52) passenger cars operated 62,373 miles; thirty-three (33) trucks operated 31,967 miles; while five (5) buses operated 12,011 miles, a grand total of 106,351 miles.

5. Volume of work and flow of personnel through the of the Transportation Division was as follows:

Rail Reservations
Airline Reservations
Steamship Reservations
Hotel Reservations

Fare Quotations
Persons Processed Overseas
Domestic Travelers
Transportation Requests

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